

CONFIDENTIAL

31 October 1946

STATINTL

CENTRAL INTELLIGENCE AGENCY

C.I.G. ADMINISTRATIVE ORDER NO. [REDACTED]

TRANSFER OF PERSONNEL WITHIN CIG

1. All personnel employed by or assigned to CIG are advised that they are not permitted to seek a position or assignment in another Office of CIG without the prior written approval of the Assistant Director, his Deputy, or his Executive Officer.

2. Similarly, Offices are requested not to interview nor to seek the transfer of personnel assigned to other Offices within CIG unless the individual presents such written permission to seek a new position or assignment.

3. In any case, all requests should be cleared with the Chief, Personnel Division, Personnel and Administrative Branch, prior to the issuance of the approval required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Deputy Executive for Personnel  
and AdministrationEFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE  
UNTIL CANCELLED OR SUPERSEDED

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

STATINTL

31 October 1946

CENTRAL INTELLIGENCE AGENCY

STATINTL

C.I.A. ADMINISTRATIVE ORDER NO. [REDACTED]

INSTRUCTIONS

TRANSFER OF PERSONNEL WITHIN CIA

1. All personnel employed by or assigned to CIA are advised that they are not permitted to seek a position or assignment in another Office of CIA without the prior written approval of the Assistant Director, his Deputy, or his Executive Officer.

2. Similarly, Offices are requested not to interview nor to seek the transfer of personnel assigned to other Offices within CIA unless the individual presents such written permission to seek a new position or assignment.

3. In any case, all requests for transfer should be cleared with the Chief, Personnel Division, P [REDACTED] STATINTL [REDACTED] Executive Branch, prior to the issuance of the approval.

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CENTRAL INTELLIGENCE:

STATINTL

Deputy Executive for Personnel  
and Administration

31 October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

STATINTL

TRANSFER OF PERSONNEL WITHIN CIG

1. All personnel employed by or assigned to CIG are advised that they are not permitted to seek a position or assignment in another Office of CIG without the prior written approval of the Assistant Director, his Deputy, or his Executive Officer.

2. Similarly, Offices are requested not to interview nor to seek the transfer of personnel assigned to other Offices within CIG unless the individual presents such written permission to seek a new position or assignment.

3. In any case, all requests should be cleared with the Chief, Personnel Division, Personnel and Administrative Branch, prior to the issuance of the approval required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Deputy Executive for Personnel  
and Administration

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Drafted 29 Oct. 1946CENTRAL INTELLIGENCE GROUP

## C.I.G. ADMINISTRATIVE ORDER

STATINTL

TRANSFER OF PERSONNEL WITHIN CIG

1. All ~~other~~ personnel employed by or assigned to CIG are advised that they are not permitted to seek a position or assignment in another Office of CIG without the prior written approval of the Assistant Director, his Deputy, or his Executive Officer.

2. Similarly Offices are requested not to interview nor to seek the transfer of personnel assigned to other Offices within CIG unless the individual presents such written permission to seek a new position or assignment.

3. In any case, all requests should be cleared with the Chief, P.A., Personnel Division, ~~for approval~~ prior to the issuance of the approval required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel  
and Administration

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*Cleared with  
30 Oct. 46*

**CONFIDENTIAL**

25 October 1946

*for P & H*

MEMORANDUM FOR THE EXECUTIVE, TO THE DIRECTOR, CIG:

SUBJECT: Proselyting

It is suggested that an order be published to all employees of the CIG directing that they will not contact any employee of another office or branch with a view to offering them employment elsewhere in CIG without prior clearance, in writing, from the Assistant Director concerned, or his Executive, stating that such employee is available for consideration. The order should also specify that no employee will offer himself for employment elsewhere in CIG without prior written approval from the Assistant Director under whom he is employed, or his representative, except in cases where such employee has resigned or has been terminated. In the event of the latter, any other office or branch desiring to consider such application should request an evaluation of the person's qualifications prior to consideration.

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[REDACTED]  
DONALD N. GALLOWAY  
Assistant Director for  
Special Operations

**CONFIDENTIAL**

31 October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

STATINTL

TRANSFER OF PERSONNEL WITHIN CIG

1. All personnel employed by or assigned to CIG are advised that they are not permitted to seek a position or assignment in another Office of CIG without the prior written approval of the Assistant Director, his Deputy, or his Executive Officer.

2. Similarly, Offices are requested not to interview nor to seek the transfer of personnel assigned to other Offices within CIG unless the individual presents such written permission to seek a new position or assignment.

3. In any case, all requests should be cleared with the Chief, Personnel Division, Personnel and Administrative Branch, prior to the issuance of the approval required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Deputy Executive for Personnel  
and Administration